

***Effective 5/12/2015***

**17-20-4 Duties of county clerk.**

A county clerk shall:

- (1) establish policies to issue all marriage licenses and keep a register of marriages as provided by law;
- (2) establish policies to ensure that the county clerk, or a designee of the county clerk who is willing, is available during business hours to solemnize a legal marriage for which a marriage license has been issued;
- (3) execute under the clerk's seal and in the name of and for the county, all deeds and conveyances of all real estate conveyed by the county;
- (4) take and certify acknowledgments and administer oaths;
- (5) keep a fee book as provided by law; and
- (6) take charge of and safely keep the seal of the county, and keep other records and perform other duties as may be prescribed by law.

Amended by Chapter 46, 2015 General Session